

Checklist for assessing Residential Sites

It is important that there is a safe supply of drinking water and that the conditions in the section on fire safety are met. Sites and holiday houses do not have to meet all the elements listed below; they should be appropriate to individual requirements. It should be noted that the checklist is not exhaustive.

Initial Booking

- Location
- Cost
- Contact Warden, booking secretary, caretaker, manager, owner
- Collect emergency numbers for doctors, hospitals emergency services etc. Do they need to be notified of the event?
- Residential Advisor (Host Advisor) contact for sending forms
- Check how payment for heating/electricity etc is made
- Venue owners booking rules
- Mobile phone signal and availability of landline

External

- Access to site/accommodation
- Access for people with disabilities
- Proximity of roads, public footpaths, neighbours
- Boundary fencing/gates/other access
- Public transport
- Car Parking Free/Overnight?
- Size – is car park suitable for double decker buses
- Nearest petrol station
- Nearby railway lines/stations
- Surface of area
- Potential hazards
- Play area
- Ponds
- Swimming pools
- Safe walking areas
- Walls/trees that could be climbed
- Places of interest – group rates etc
- Nearest hospital/doctor/dentist
- Local shopping facilities/supermarket (especially late night/24 hours)

Internal

- Type and adequacy of heating
- Adequate lighting
- Adequate ventilation
- Safe floor surfaces
- Access to power points
- Facilities for people with disabilities

Fire safety

- Adequate and serviced fire extinguishers suitable for the type and size of accommodation as well as fire blankets with service dates
- Automatic fire detection system and alarm that can be heard throughout the building. The alarm must be regularly serviced and tested. L2 standard as a minimum. L1 recommended for buildings with more than one storey
- Fire exits – labelled and clear of obstructions
- Fire assembly point – labelled
- Emergency lighting
- Fire risk assessment (reviewed annually)
- Fire evacuation plan including considerations for anyone with PEEP (personal emergency evacuation plan)

First aid facilities

- Safe water supply
- First aid room or space
- Storage of first aid equipment and medicines
- First aid locations
- Proximity to toilet/washing facilities

Security

- Telephone – type and location
- Safety catches/chain on doors/windows
- Is security adequate for the area?
- Can the building be secured from inside at night (without compromising quick escape in case of emergency)

Kitchen

- Sufficient space to work in
- Safe water supply
- Safe hot water supply
- Number of sinks
- Hand-washing facilities
- Drains
- Rubbish disposal
- Recycling facilities
- Power points
- Cooker – type of power
- Microwave
- Work surfaces
- Equipment available
- Storage for equipment
- Storage for food
- Fridge/freezer

Activity/Dining Room

- Number of chairs
- Number of tables
- Stackable furniture
- Display facilities
- Equipment available

Bedrooms

- Space between beds
- Beds provided – bunk/single/none
- If bunk beds, type of safety rail and ladder
- Bedding provided – pillows/blankets etc
- Mattresses/waterproof covers
- Storage space for clothes, luggage and other personal possessions
- Night light
- Separate facilities for leaders

Washing and toilet facilities

- Number of female toilets
- Number of male toilets? Can these be used for females if required
- Facilities for wheelchair users
- Number of washbasins with hot and cold water
- Number of showers
- Night light
- Proximity to sleeping areas